

VENDOR INQUIRY 1/7/03

In order to facilitate proper submission of a proposal, I would like to inquire as to how many copies of the proposal are required and as to whether they are to be bound or unbound.

CITY'S RESPONSE

Thank you for your inquiry. We will attempt to answer you the best we can:

Please submit at least one copy of your proposal. If you submit one copy, it would be helpful to have it unbound so as to facilitate reproduction.

VENDOR INQUIRY 1/8/04:

Thank you in advance for answering the following that should help us in our proposal process:

1. Can you please give us an indication as to the number of accounts payable checks written each month.
2. We will need to know the number of current employees and expected future employees, the pay frequency, benefits provided, and what payroll system is currently used to pay employees.
3. We do not believe the city has any substantive billing processes such as utility billing, but we would like that confirmed.
4. Does the City have a preference on computer systems or application providers, or, if not, does the city want to own the system should they transition to an internal finance operation. Or will the City be procuring an integrated system that may include financial applications, and, if so, will they be requesting our assistance in the procurement.
5. Who is the City's current auditor and has any work been done for FY03 year end.
6. How is the accounting currently done?
7. What are the procurement rules or bidding limits in effect for the city, if any. If none exist, will we be required to establish these parameters and systems.
8. Do you want Department's to have access to the system online. If so, how many employees do you expect to be accessing the system at any one point in time?
9. When are commission meetings held?
10. Is a capital program budget available or is one currently being developed? Does the City have any debt issuance limitations that are not contained in the charter document that is on your website?
11. What are the city's current insurance policies, if any, and with whom are they placed? Will the City expect us to administer insurance claims or is that being handled by another department?
12. Does the city have a current budget timetable in mind, and if so, when is it and an estimate of the amount of public meetings would be helpful.

13. Does the City plan any debt issuance in the foreseeable future and if so how much.
14. Could an electronic version of the incorporation feasibility study, if any, be sent to us for review?
15. Is the city planning any redevelopment activity or other authorities that would require additional effort and time on our part?
16. How many banks and bank accounts does the City have and is it willing to consider changes to its cash management practices and investment strategies?
17. When does the City wish the successful vendor to begin and what is the current status of the financial records and who is currently handling that activity?

CITY'S ANSWER

Thank you for your inquiry. We will try to answer your questions the best we can:

1. Currently about 20, not counting payroll. This will increase as the city assumes more responsibilities.
2. (2) Permanent employees. Probably no more than 10-30 by the end of FY 05. Benefits include personal leave, 457/401K, Eventually health coverage and other standard items. City currently uses PayChex. We would expect the finance contractor to assume this function.
3. No utilities. However, the city may get into occupational license and burglar alarm billing in the near future.
4. Currently no preference on computer system. We are not in a position to purchase a system, but in a 2-5 years, we would expect to go in-house although no decision has been made. At some point we would probably go with an integrated system and would need assistance in the transition, but not in the near future.
5. The City has no auditor and no work for fy 02-03 has been done. Successful firm will need to put FY 02-30 finances into a position to be audited before April 1.
6. There is no current formal accounting system. Staff has been utilizing a check book and bank accounts. This is a top priority.
7. City has been utilizing the Dade County rules. City intends to adopt its own rules at its next Council Meeting.
8. Not critical now as there are no departments. Would be nice for City Manager to have a read-only access.
9. Council Meetings are 2d & 4th Wednesday each month at 7:00.
10. No current CIP or anything beyond charter.

11. Current Insurance policies are with the Florida League of Cities. (General Liability, Errors and Omissions. Currently no claims agent. Risk advice is needed from the successful vendor.

12. No budget timetable available. Successful firm will develop. This past year there were (3) workshops and (2) public hearings. I would expect next year to have several additional workshops/community meetings.

13. No debt issuance planed, unless perhaps some minor equipment on lease-purchase or some similar program.

14. No at this time.

15. Currently three accounts. We expect the successful bidder to advise on the best and proper way to do all finance activities.

16. Expect vendor to begin on February 15th full speed ahead. The entire finance system needs to be constructed. Current records do not meet acceptable standards and need to be brought into compliance. Wm. Green, Transition Coordinator has been maintaining records and will be available to the vendor.